

FAST MyResearch How-To Sheets

8. How do I find payroll expensed to my Fund?

This how-to sheet outlines the steps required to:

- Find information about payroll expenses charged to my Fund.

What information is included in the report?

- Fund number
- Title of the Fund
- Payee name
- Total expensed for period, including benefits
- Committed expenses, to be paid

December 2019

STEPS

- 1 From the landing page, click on 'Research Administration' in the menu.



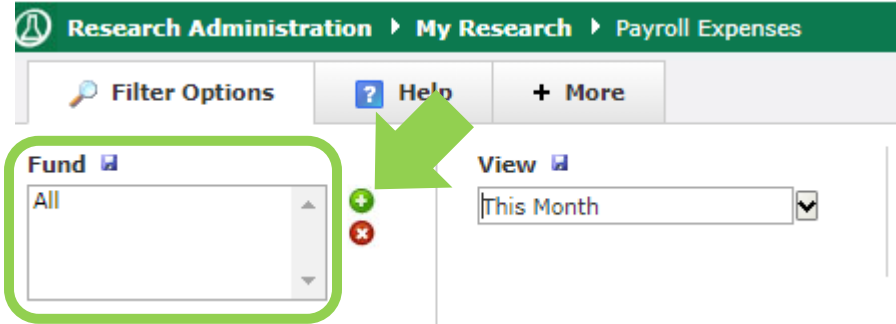
- 2 Click on the 'My Research' button.

From the dropdown menu, click on 'Payroll Expenses Query'.



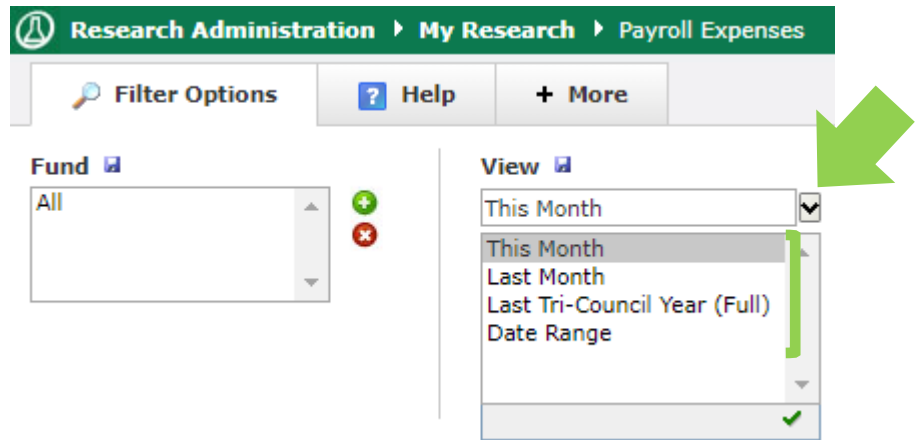
3 To inquire about payroll information in a specific Fund,

1. click on the green '+' button to the right of the 'Fund' field
2. double click to select a Fund



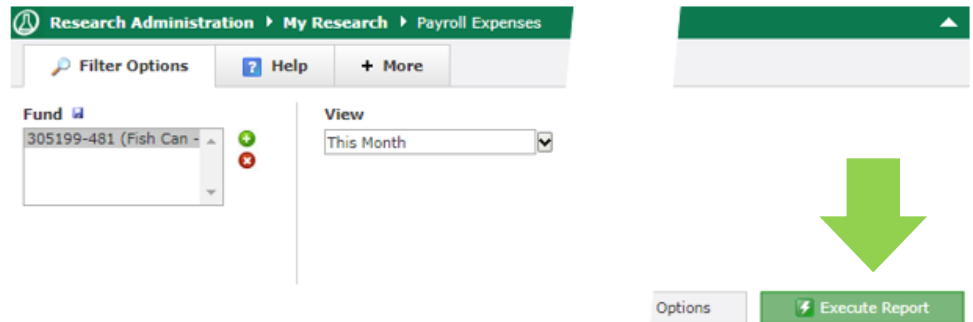
4 Select the desired time period from the 'View' drop down menu.

1. click on the 'dropdown arrow' button
2. double click to select a time period from the drop down menu



5 Click on the green 'Execute Report' button located on the far right of the screen.

Based on the chosen parameters, the data will display all payroll and related source deductions charged to the Fund.



What next?

- Visit the [FACTS' MyResearch tools and support page](#) to find more how-to sheets.